



## ACADEMY POLICY MANUAL

<b>Policy Title:</b>	<b>Financial Aid – Satisfactory Academic Progress</b>
<b>Policy Number:</b>	AA 08-003
<b>Policy Administrator:</b>	Provost and Vice President for Academic Affairs
<b>Policy Initiator:</b>	Director of Financial Aid
<b>Authority:</b>	<b>Federal Regulations 34 CFR 668.34</b>
<b>Effective Date:</b>	November, 2011
<b>Revised Date:</b>	June 18, 2020- Procedure Update
<b>Approved:</b>	Thomas A. Cropper, President
<b>Approval Signature:</b>	/s/

**Purpose:** This policy establishes the minimum qualitative and quantitative standards students must meet to maintain Satisfactory Academic Progress for Financial Aid.

**Scope:** This policy applies to all enrolled students at The California Maritime Academy (CMA).

**Policy:** The Director of Financial Aid is responsible for administering this policy and ensuring compliance.

Federal regulations require students maintain Satisfactory Academic Progress (SAP) to remain eligible to receive federal financial assistance. The SAP policy governs eligibility for all federal and state financial aid programs. (Note: The SAP Policy for financial aid is separate and different from the CMA Academic Standing Policy, which pertains to eligibility to remain enrolled in courses at CMA).

There are two components required to maintain SAP: a *qualitative* measure, demonstrated by grade point average (GPA), and *quantitative* measure which include both a measurement of pace of progression towards a degree and a maximum timeframe for completion of a program of study.

### **Qualitative Standard**

Undergraduate students must maintain an academic year, cumulative GPA of at least a 2.0 (C average) and graduate students must maintain an academic year, cumulative GPA of at least a 3.0. The academic year for financial aid purposes runs from fall term to the end of spring term. Summer is an optional term and any units taken will be evaluated at the next SAP evaluation period.

Courses with F and NC grades are included in the GPA calculation as "zero" earned grade points. Students academically disqualified by CMA are ineligible for financial assistance until official re-admittance to the Academy.

## Quantitative Standard

The Quantitative Standard has two components: Pace of Progression and Maximum Timeframe.

Pace of Progression: Full time students are expected to complete their degree within 8 terms (4 years). However, because some students need additional time, financial aid is available for up to 6 years for students without transfer credits.

To ensure students are making progress towards their degree, CMA requires that they complete 67% of all attempted units in their program based on cumulative units. Courses with F, NC, W, I and WU grades taken at CMA will be included in the cumulative units attempted.

Major	Units Needed for Degree	Maximum Units Allowed to Meet SAP
Business Administration	120	180
Facilities Engineering Technology	153	229
Global Studies and Maritime Affairs	120	180
Marine Engineering Technology	161	241
Marine Transportation	159	238
Mechanical Engineering ME option	154	231
Mechanical Engineering - 3rd Assistance Eng. License	183	274

Maximum Timeframe: Federal regulations stipulate the maximum timeframe for completion of a degree is 150% of the published length of time required to complete the program. Transfer credits applied to outstanding degree requirements will be counted as both attempted and completed units when determining both pace of progression and maximum timeframe. Remedial coursework is not included in the maximum attempted and completed unit calculation.

## SAP Evaluation Period

Financial Aid SAP will be reviewed at the end of the Spring semester. Courses taken in the Summer, Fall, and Spring will be evaluated at the end of the next Spring semester.

## Incomplete and Withdrawals

Letter grades of W, WU, NC, I, and IC are all considered towards units attempted for pace of measure but because no credits are earned, these grades will not improve a student's paced towards graduation.

## SAP Disqualification

Students who fail to meet the SAP standards will be SAP disqualified and ineligible for Federal and State financial assistance. If during the SAP review process it is determined a student will not be able to meet the quantitative measure (maximum timeframe) by graduation, the student will be ineligible for future financial assistance.

### **Appealing and Reinstatement of Financial Aid Eligibility**

To regain eligibility for financial aid, students may submit an appeal in cases where there have been extenuating circumstances beyond the student's control which prevented him/her from meeting SAP requirements. Examples include the death of a close relative, a serious injury, or an illness. There are three critical elements to filing a successful appeal:

- An explanation why the student failed to meet the academic the academic standards
- What has changed to ensure success in future coursework and;
- An academic plan (signed by an academic or major adviser) that demonstrates the student will be able to meet SAP standards within one year or by a specific point as defined by the plan.

Students who regain eligibility as a result of an appeal will be considered to be on Financial Aid Probation for the period of the plan. Students who fail to meet SAP standards (as defined by the academic plan) or does not follow the academic plan will be ineligible to receive financial aid. No further appeals will be granted unless the student can demonstrate there were extenuating circumstances beyond the student's control which prevented meeting the academic plan. The circumstances must be different circumstances than those for which a prior appeal was granted.

### **Continued Enrollment without Financial Aid**

Students who are denied aid as a result of Financial Aid SAP policy may continue coursework at Cal Maritime without the benefit of federal or state or campus financial aid. It may be possible for students to receive loans and scholarships from private sources.